

JOB ANNOUNCEMENT

VACANCY #03-FI-OBP-0021-R

Agency:	Office of Budget and Planning (OBP)
Division/Unit:	Health, Education, and Human Services
Position:	Branch Chief for Education and Employment
Grade/Step:	MSS-501-14/1 - MSS-501-14/10
Salary Range:	\$71,787 - \$93,666
Area of Consideration:	Unlimited
Opening Date:	July 17, 2003 (1 st Screening - July 30, 2003)
Closing Date:	August 27, 2003
Number of Vacancies:	One (1)

Brief Description of Duties - The incumbent is primarily responsible for managing and developing policy for the operating budgets for the District's university, public schools, charter schools, public libraries, parks and employment services agencies. Also responsible for managing budget-program analysts; developing policy; providing input on office policy; providing representation on behalf of the Deputy CFO, and Director of Health, Education, and Human Services; managing/conducting special projects that affect all the financial and budgetary operations of the District's agencies, integrating financial management systems and integrating personnel systems; and crisis management.

Must have a minimum of one year or more of specialized experience (preferably in business administration, economics, accounting, finance or other relevant field) at a level of difficulty and responsibility comparable to the next lower grade level. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission Information and Materials – Interested and qualified applicants **must** send a completed DC 2000 (www.dcop.dc.gov - Forms and Applications) with resume and salary history. **Application and Supporting Information MUST reach this office by the closing date. FAILURE TO INCLUDE REQUESTED INFORMATION WILL ELIMINATE YOU FROM CONSIDERATION.**

To: Office of the Chief Financial Officer
Office of Management and Administration – Recruitment Division
941 North Capitol Street, N.E. – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.